



User Guide

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Table of Contents

1.0 eSign Emcee™ Introduction	3
2.0 Terminology	3
3.0 Before You Start	4
3.1 eSign Emcee Client Environments	4
3.2 Supported Signature Capture Methods	5
3.3 eSign Emcee Modules	5
3.4 User Name and Password	5
4.0 The eSigning Process	6
4.1 Overview	6
4.2 eSign Emcee Login	6
4.3 Welcome Page	7
4.4 Log-In Page	8
4.5 Signing Ceremonies List	9
4.6 Start Page: Beginning of Document Train	11
4.7 Document Pages: To Be Read and Signed	11
4.8 End Page: End of Document Train	21
4.9 Signing Ceremony Menu Buttons	22
5.0 Signature Types	24
5.1 Using Click-to-Sign	24
5.2 Using a Signature Pad	25
5.3 Using Mobile Devices Apple iPad, Apple iPhone, and Android Tablets	27
5.4 Changing Signature Type	27
5.5 eSign Emcee Browser Extension Installation	28
6.0 Using Signature Pads in Internet Explorer, Chrome and Firefox	28
6.1 eSign Emcee Chrome Extension Installation	29
6.2 eSign Emcee Firefox Add-on Installation	30
6.3 Special notes for Internet Explorer users	31
7.0 Frequently Asked Questions	32

1.0 eSign Emcee™ Introduction

eSign Emcee is a document presentation and electronic signature collection and verification solution that allows your important business documents to be signed anywhere, at any time – in-office, in-field, or online – via a wide range of signing options, including browser-based Click-to-Sign, Signature Pad, and Mobile Signatures (Apple iPad*, Apple iPhone* and Android tablet**).

The purpose of this **User Guide** is to provide an overview of eSign Emcee, along with detailed instructions for individuals (i.e., Signers) who will be employing this automated, paperless technology to review and sign documents.

Developed for business transactions that range from simple documents with a single signature to recurring transactions that must follow a complex workflow dictated by compliance and regulatory standards – such as account openings and loan applications – eSign Emcee provides a step-by-step process that organizes the signing ceremony to:

- Select the document(s) to be read and signed
- Establish the correct document presentation order
- Identify required signers and assign signature spots
- Authenticate and bind signers to documents (i.e., collect signatures)
- Produce an audit trail with validated time-stamps for each action

* For specific information on usage with the Apple iPad or iPhone, please refer to our separate [‘eSign Emcee User Guide Addendum –eSign Emcee iEmcee User Manual’](#).

** For specific information on usage with Android tablets, please refer to our separate eSign Emcee User Guide Addendum – eSign Emcee Android User Manual

2.0 Terminology

- **Document:** Information presented in an electronic format (e.g., Application, Loan Agreement, Claim Form, etc.) that requires one or more signatures. The documents signed in eSign Emcee are PDF documents⁺.

⁺ *Portable Document Format (PDF) is the global standard for capturing/reviewing information from almost any application/computer system and sharing it with virtually anyone, anywhere.*

- **Document Train:** A series of small document icons that appear near the top of all pages related to the signing ceremony. The document train contains three sections: 1) Start Page⁺⁺ – includes signing instructions, 2) Documents – the pages to be read and signed, 3) End Page⁺⁺ – the last page, with further instructions for the Signer.

⁺⁺ *Start & End Pages are optional; they may or may not be included in your signing ceremony.*

- **Electronic Transaction:** The digital presentation and signing of a document.
- **eSignature:** Electronic Signature or digital method of binding a Signer to a document.
- **Process Owner:** User with the assigned role of 'Designer' or 'Master of Ceremonies'.
- **Session:** An active signing ceremony that is ready to be executed by the Signers.
- **Signature Spot:** Specific area or location within a document where a Signer applies an electronic signature.
- **Signer:** An end-user who will be applying their signature to a document.
- **Signing Ceremony:** The process of presenting a set of documents and signing those documents with electronic signatures.
- **Template:** The signing ceremony template is the set of documents **and** rules governing how the documents are to be presented and signed.
- **User:** A customer who is using eSign Emcee.

3.0 Before You Start

3.1 eSign Emcee Client Environments

For users who are reading or signing documents on the eSign Emcee server, the software requirements are different depending on the usage:

- Users who are viewing documents in eSign Emcee from their client PCs use standard browsers like Internet Explorer (9.x, 10.x, and 11.x), Mozilla Firefox (39x and 40.x), Google Chrome (43.x and 44.x), and Apple Safari (5.1.x).
- Users who are signing documents in eSign Emcee from their client PCs using click-to-sign with a mouse also use standard browsers like Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari. There is no special software required, just the browser.
- Users who are signing documents in eSign Emcee on a signature pad connected to their client PC use Internet Explorer, Google Chrome and Mozilla Firefox require to have **.NET framework 3.5 installed**. For users using Chrome and Firefox for signing pad signatures special software must be installed as explained in Section 6.0 Using Signature Pads in Chrome and Firefox.
- Users who are signing documents with eSign Emcee Mobile Signatures on an Apple iPad or iPhone or Android tablets use separate iOS and Android native applications. For iOS the iEmcee app which can be downloaded for free from the Apple store. . . . For Android the eSign Emcee application can be downloaded using instructions provided in eSign Emcee Android User Manual.

3.2 Supported Signature Capture Methods

Documents may be signed using any of the following methods (*see Section 5.0 for details*):

- Click-to-Sign
- Signature Pad
- Mobile*

* For specific information on usage with the Apple iPad or iPhone, please refer to our separate [‘eSign Emcee User Guide Addendum – eSign Emcee iEmcee User Manual’](#).

For specific information on usage with Android tablets, please refer to our separate eSign Emcee User Guide Addendum – eSign Emcee Android User Manual

3.3 eSign Emcee Modules

eSign Emcee contains two modules that enable design (set-up) and presentation (execution and verification) of the signing ceremony:

1. Designer Module

- a) **Set-Up** – the ‘process owner’ or ‘master of ceremonies’ creates a signing process template, setting up all actions required to execute a signing ceremony.

2. Presenter Module

- a) **Execution** – this function allows the signing ceremony documents to be presented to the Signer, who then reads and signs where required.
- b) **Verification** – this function enables users with an assigned ‘Verifier’ role to check the status of transactions after signature spots have been signed, and allows such users to run signing ceremony audit trails.

NOTE:



This User Manual is specifically designed for the ‘Signer’ – to explain the signing ceremony process for reading and signing documents electronically.

3.4 User Name and Password

Access to eSign Emcee may be accomplished in one of two ways: 1) Integrated Application or 2) Separate Application.

1. **Integrated Application** – to access eSign Emcee as an application that is integrated within a larger application, the Signer may be transferred to eSign Emcee using the credentials provided to the encompassing application. No User Name and Password will be required in this “Single Sign-On” case.

2. **Separate Application** – to access eSign Emcee as a separate application, the Signer must log in with a User Name and Password. These will be provided to the Signer prior to the esigning process.

4.0 The eSigning Process

eSign Emcee guides the Signer through the esigning process, allowing the signing ceremony to be executed in an easy-to-follow, step-by-step manner.

4.1 Overview

When used as an **integrated application** (with automatic login), the complete esigning process involves the following steps:

- Invitation to eSign
- Start Page – beginning of document train
- Document Pages – to be read and signed
- End Page – end of document train

When used as a **separate application** (with manual login), the complete esigning process involves the following steps:

- Welcome Page
- Log In Page
- Signing Ceremonies List
- Start Page – beginning of document train
- Document Pages – to be read and signed
- End Page – end of document train

4.2 eSign Emcee Login

Login may be accomplished in one of two ways: 1) Automatic Login or 2) Manual Login.

1. **Automatic Login** – the Signer is invited to esign via an email that contains a clickable **Start Link**. Clicking the Start Link takes the Signer directly into that specific Signing Ceremony.
2. **Manual Login** – go to <http://esignemcee.net/emcee> to begin manual login.



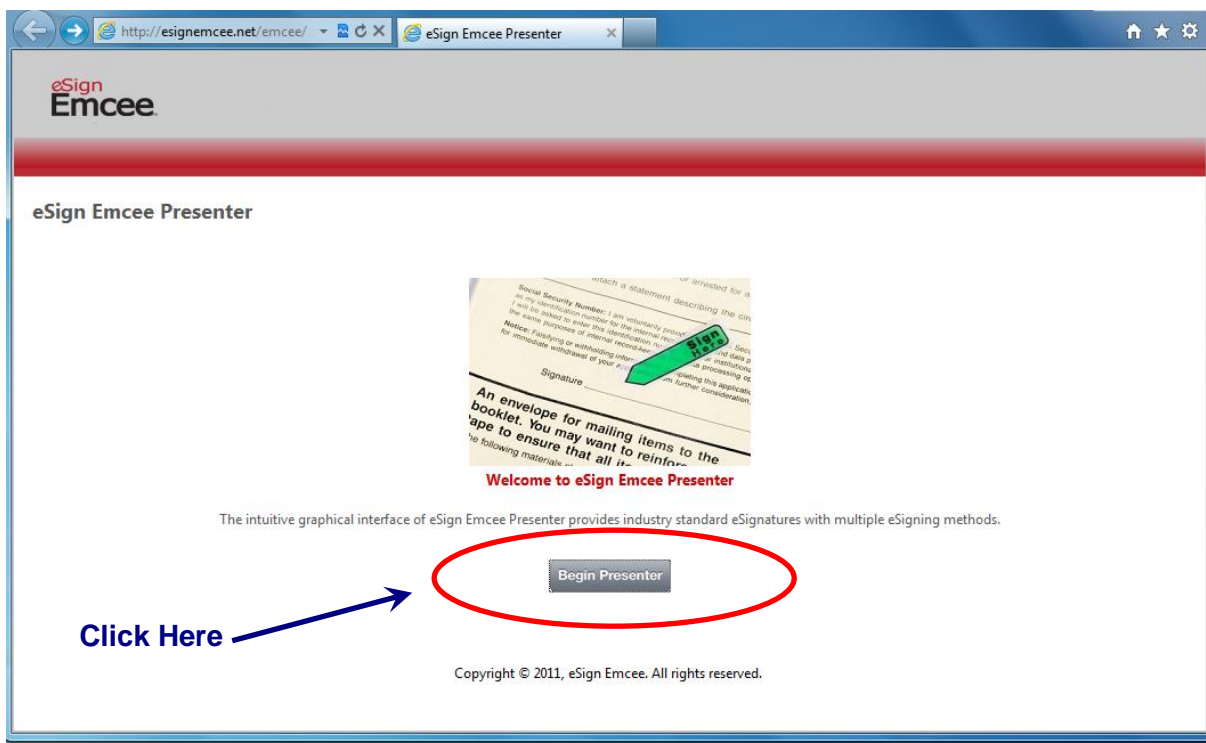
To initiate Automatic Login to a signing ceremony, click the Start Link provided in your email invitation. To begin the process of Manual Login, go to <http://esignemcee.net/emcee>.



NOTE: The links above are specific to the eSign Emcee DEMO instance only. Most users will be interacting with their associated eSign Emcee deployment and links.

4.3 Welcome Page

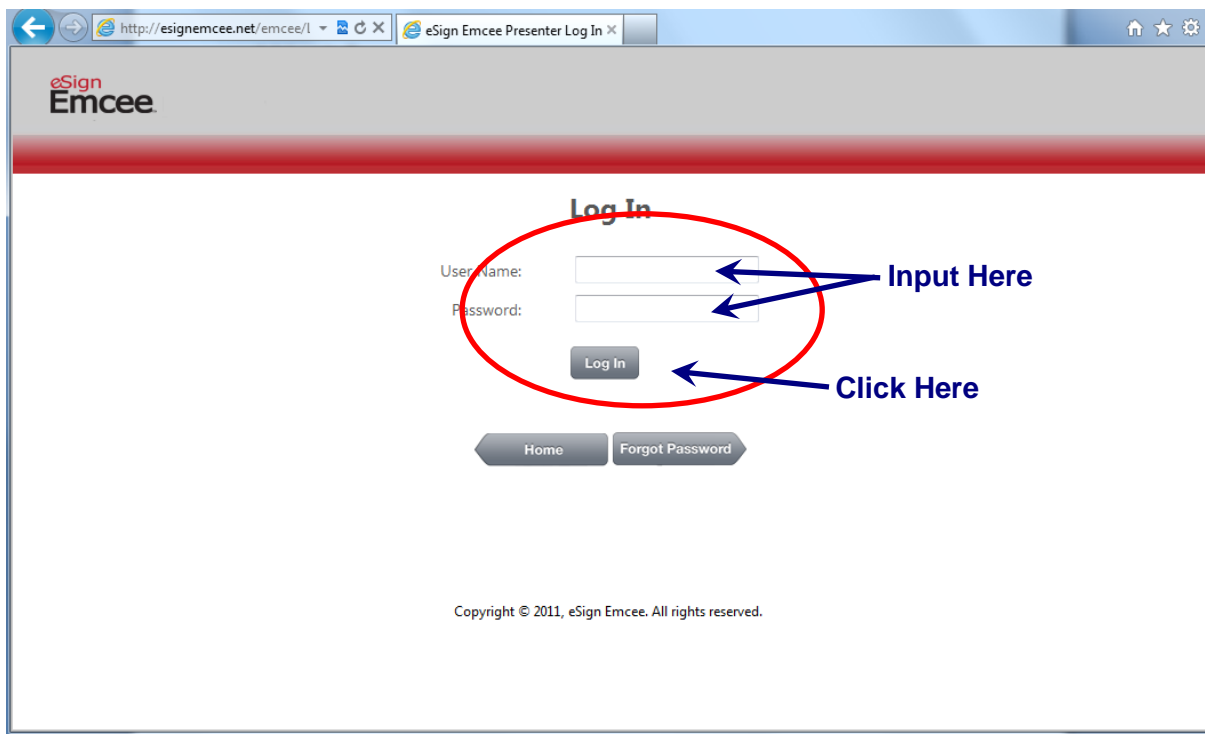
After going to <http://esignemcee.net/emcee> to initiate Manual Login, the Signer is brought to the eSign Emcee Presenter 'Welcome' page, seen below. From this page, the Signer clicks on **Begin Presenter**.



To start the eSign Emcee Presenter module, click the 'Begin Presenter' button.

4.4 Log-In Page

After clicking the 'Begin Presenter' link, the Signer is brought to the 'Log In' page, seen below. Here, the Signer enters the pre-assigned **User Name** and **Password**, then clicks on **Log In**.



To Log In, input your pre-assigned User Name and Password, then click the 'Log In' button.

4.5 Signing Ceremonies List

After clicking 'Log In', the Signer is brought to the 'Signing Ceremonies' page, where a list of Active, In Progress, Complete, and Closed signing ceremonies for that Signer is presented.

To begin executing a new ceremony or resume execution of an existing ceremony, the Signer can click anywhere within the line corresponding with the documents to be signed.



User Status	Cer Status	Category	Name	Description
Closed	Closed	Loans	eSign Emcee Demo Session 2-14-2013 1:43:33 AM	A Demo Session for eSign Emcee
InProcess	InProcess	Loans	eSign Emcee Demo Session 2-19-2013 11:13:06 PM	A Demo Session for eSign Emcee
InProcess	InProcess	Loans	eSign Emcee Demo Session 2-19-2013 11:15:55 PM	A Demo Session for eSign Emcee
InProcess	InProcess	Loans	eSign Emcee Demo Session 2-28-2013 4:27:29 AM	A Demo Session for eSign Emcee
InProcess	InProcess	Loans	eSign Emcee Demo Session 3-1-2013 7:09:02 AM	A Demo Session for eSign Emcee
Completed	Completed	Loans	eSign Emcee Demo Session 3-12-2013 7:26:54 AM	A Demo Session for eSign Emcee
InProcess	InProcess	Loans	eSign Emcee Demo Session 4-9-2013 3:12:19 AM	A Demo Session for eSign Emcee
InProcess	InProcess	Loans	eSign Emcee Demo Session 4-22-2013 12:35:53 AM	A Demo Session for eSign Emcee
InProcess	InProcess	Loans	eSign Emcee Demo Session 4-22-2013 12:36:18 AM	A Demo Session for eSign Emcee
InProcess	InProcess	Loans	eSign Emcee Demo Session 4-22-2013 5:03:20 AM	A Demo Session for eSign Emcee



To open a Signing Ceremony, click anywhere in the line describing the documents to be signed.

The 'Signing Ceremonies' list contains a 'User Status' column that indicates the current status of logged-in user of each signing ceremony shown:

- **Active:** Indicates a new signing ceremony that currently logged-in user has not yet begun.
- **In Progress:** Indicates a signing ceremony that currently logged-in user was started previously but was not completed.
- **Complete:** Indicates currently logged-in user completed signing ceremony.
- **Closed:** Indicates a completed signing ceremony whose documents have been "handed back" to the host application.

The 'Signing Ceremonies' list contains a 'Cer Status' column that indicates the current status of overall ceremony:

- **Active:** Indicates a new signing ceremony that has not yet begun.

- **In Progress:** Indicates a signing ceremony that was started previously but was not completed.
- **Complete:** Indicates a completed signing ceremony.
- **Closed:** Indicates a completed signing ceremony whose documents have been “handed back” to the host application.

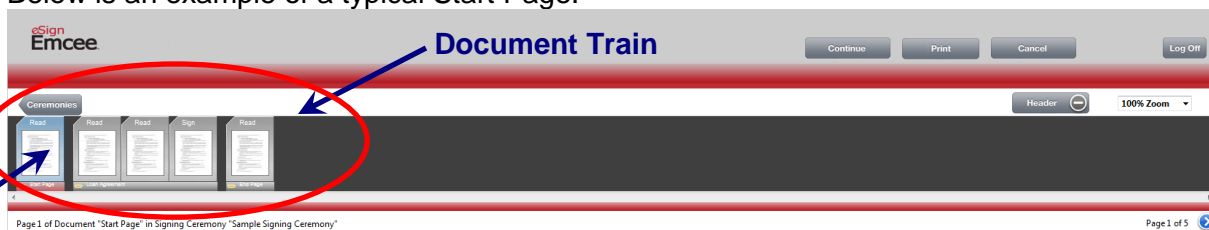
4.6 Start Page: Beginning of Document Train

After selecting the ceremony to be esigned, the Signer is brought to the 'Start Page' of the Document Train, which provides information relevant to executing the signing ceremony.



The Start Page is optional. It is defined by the signing ceremony Designer during Template creation. In some cases, a Start Page may not be included in the Document Train.

Below is an example of a typical Start Page:



Start Page
Icon
(highlighted
in blue)

Welcome to eSign Emcee™

Please read the following information before continuing with your signing ceremony.

Signing Ceremony Instructions

- Click on a document icon to select it for reading.
 - Click on the "-" to collapse all pages to a single document icon.
 - Click on the "+" to expand the document and see its pages.
- Read each page in the signing ceremony and sign where indicated. Use the zoom control and scroll bars to facilitate document viewing.
- After reading and signing a page where indicated, click on another page of document to display it. A check mark will appear on the page you left, indicating you have completed it.
- For this signing ceremony, the signers may sign in any order. eSign Emcee also supports other signing order options, e.g., sequential signing in which you can only sign a page after all previous pages have been read or signed.
- To change a signature type, click on the "Right Arrow" next to the signature button and select an alternative signature type from the pop up menu.
- To complete the signing ceremony, you must read each page and sign each of your designated signature areas, so that a check mark appears on every page.

Start Page Content

Signing Ceremony Functions

- To continue at a later time, click on "Continue" or "Log Off" to close and save your current signing ceremony.
- Click on "Print" to download the entire signing ceremony to an Adobe® PDF format for printing or saving.

4.7 Document Pages: To Be Read and Signed

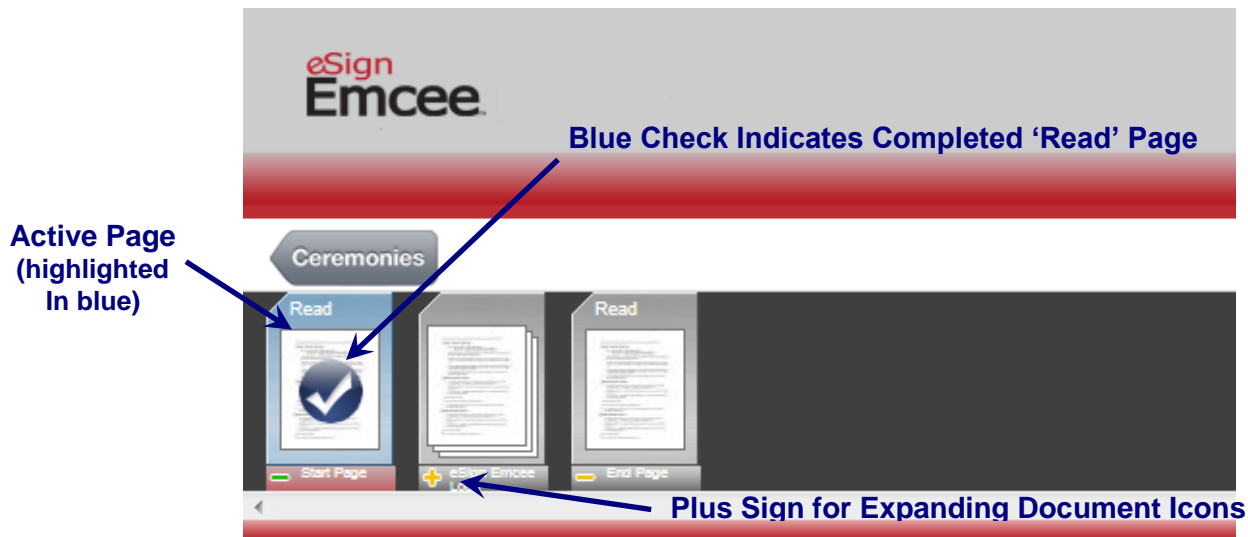
Click on "Cancel" to opt out of the signing ceremony; eSign Emcee will re-sign all the signature spots with the text "Opted Out", terminate the signing ceremony, and remove the signing ceremony from your list of signing ceremonies.

Once the Signer has read the Start Page of the Document Train, it is time to review and sign the document being presented. It is helpful to keep the following important tips in mind:

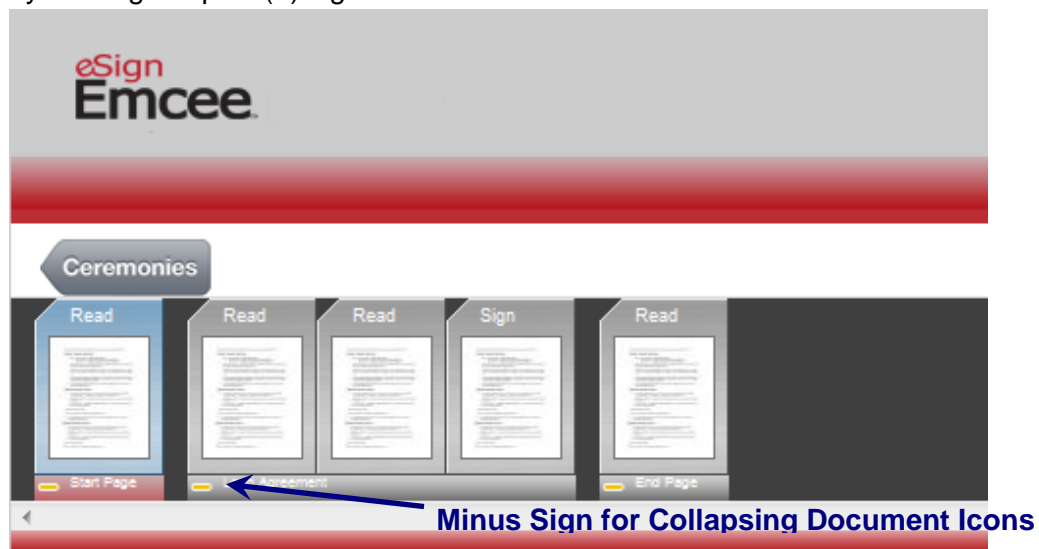
You are now ready to sign!

Click on a document to continue your signing ceremony.

- To move from one page to another in the Document Train, the Signer clicks on a page icon in order to access and display the desired page.
- The background behind the icon of the active page being displayed will turn blue.
- A completed 'Read' page will display a blue check mark.



Expand to see individual page icons for a document within the Document Train, by clicking the plus (+) sign in the lower left corner.



Collapse the document page icons, by clicking the minus (-) sign.

4.7.1 Document: 'Read' Page Example

Below is a sample taken from an eSign Emcee demo, showing how the first page of a document might appear to the Signer. This is a 'Read' page, meaning that it does not require a signature from the logged in Signer. Note the 'Read' designation in the upper left corner of the page icon.



eSign Emcee Sample Document

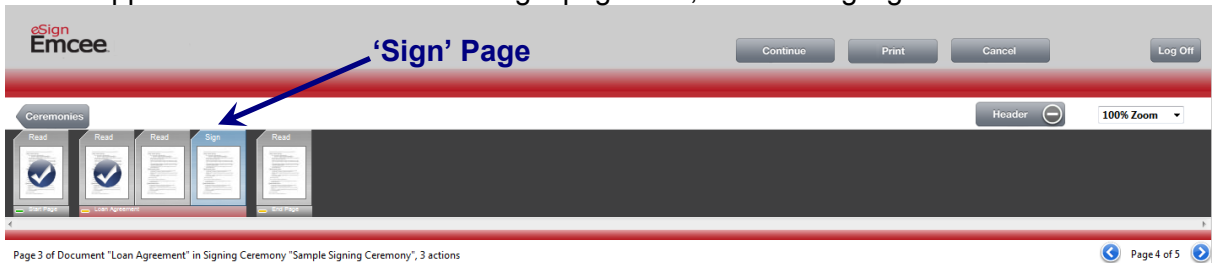
Thanks for trying a live demo of eSign Emcee software, which allows businesses to distribute, sign, and store PDF documents. Each signing ceremony comprises one or more PDF documents (like this one), with one or more blank signature fields waiting for a person to sign. Specifying who should sign which documents, where, and in which order can all be easily defined and managed in eSign Emcee, and can vary among users and from document to document.

In this demo ceremony, your sample signature will be added to the last page of this document, with the relevant document text on pages 1 and 2. When you create your own ceremonies in eSign Emcee, you can specify the location to place signature fields wherever you'd like. You also choose who should sign, whether the signature is mandatory or optional, and even choose what technology will be used to collect the signature – handwritten signature pads, click-to-sign digital certificates, or an iPad or iPhone.

Emcee allows you to sign and manage any document in PDF format – whether it is a loan application, invoice, expense report, consent form, waiver, etc. – making it a valuable tool for any business. In this example, page 2 is a demo mortgage loan application with the signature fields on page 3. Proceed to the next page to see how Emcee can be used to process any document requiring signature approval.

4.7.2 Document: 'Sign' Page Example

Below is a sample taken from an eSign Emcee demo, showing how the 'Sign' page of a document to be read and signed might appear to the Signer. Note the 'Sign' designation in the upper left corner of the active 'Sign' page icon, which is highlighted in blue.



Sample eSign Emcee Document – Mortgage Loan Application

This is a Loan Agreement between a bank and a borrower. The borrower agrees to execute a promissory note in favor of the bank. It is contemplated that the borrower will borrow the entire amount at closing and repay the same as required by the note and the agreement.

1. Parties: The undersigned is John Doe, the Borrower, and the Lender is Sample Savings and Loan, Inc.

2. Date of Agreement: July 17th, 2011.

3. Promise to Pay: Within 36 months from today, Borrower promises to pay to Lender One Thousand dollars (\$ 1000) and interest and other charges stated below.

eSign Emcee Loan Document (Page 2)

4. Responsibility: Although this agreement may be signed below by more than one person, each of the undersigned understands that they are each as individuals responsible and jointly and severally liable for paying back the full amount.

5. Breakdown of Loan: The Borrower will pay:

Amount of Loan: \$ 1000.00
Finance charge: \$ 25.00
Total of payments: \$ 1025.00

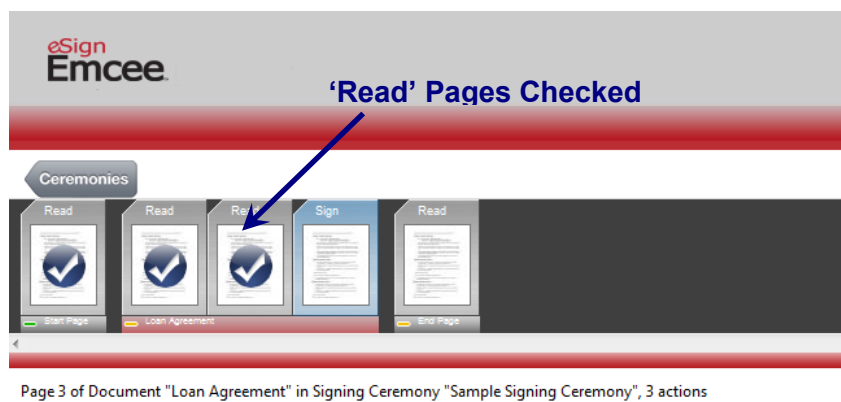


John Doe
Borrower

4.7.3 Document: Signature Spots

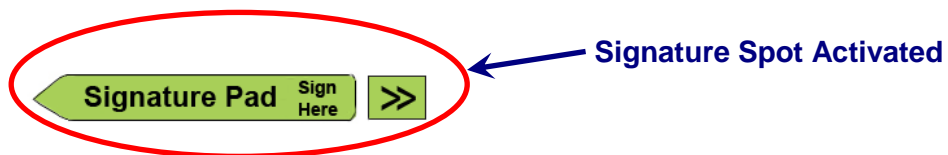
A 'Sign' page can contain multiple signature spots, some of which may belong to someone other than the current Signer. Only those signature spots that apply to the current Signer will become activated for signing.

- **Signature Spot Activated** – For signing ceremonies being presented in traditional sequential mode, all relevant 'Read' (non-signature) pages must be read and blue check marked before a corresponding signature spot will become activated. The user signs an activated signature spot by clicking the activated 'Sign Here' icon or specific action link presented:

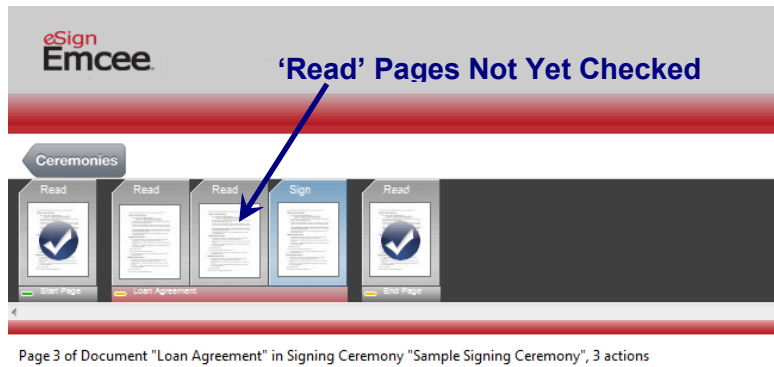


9. Approval Signatures

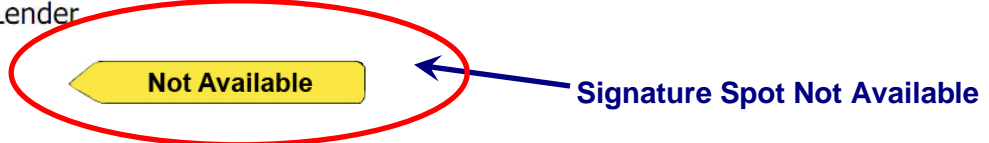
Joe Smith Vice President, Sample Savings and Loan
Lender



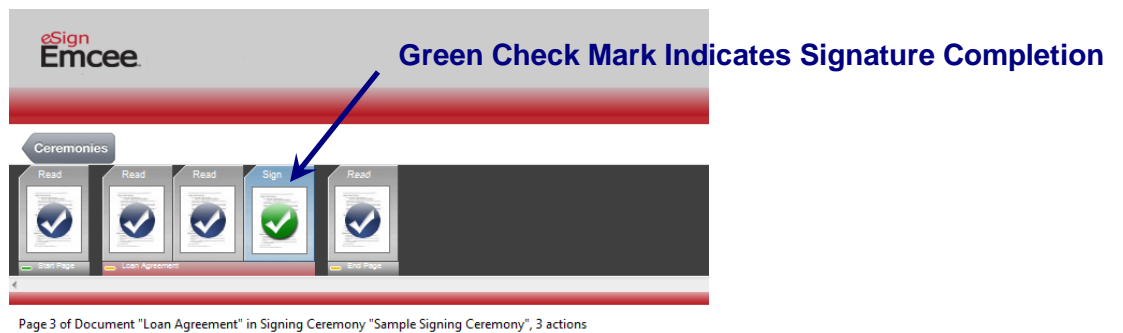
- **Signature Spot Not Available** – There are two instances that will cause a signature spot on the ‘Sign’ page to be unavailable:
 1. Below, there is no ‘Sign Here’ icon, because the two previous corresponding ‘Read’ pages are not complete (not checked):



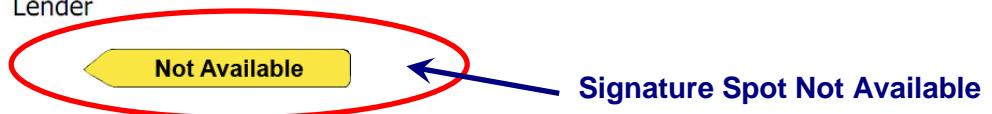
Joe Smith Vice President, Sample Savings and Loan Lender



2. Below, there is no ‘Sign Here’ icon, because the signature spot does not belong to the current Signer (i.e., the current Signer is NOT Joe Smith):



Joe Smith Vice President, Sample Savings and Loan Lender



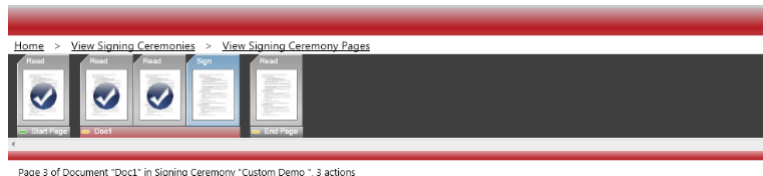
The current ‘Sign’ page will be marked with a green check once the current Signer has completed (signed) all activated signature spots, even if there are incomplete signature spots that belong to another Signer on that page (see example above).

4.7.4 Document: 'Optional' Signatures

If a Sign Here icon marked 'Optional' appears and is clicked, the Signer is given the choice either to sign or to bypass (skip) the signature.



- **Signing Options** – Clicking the 'Optional' icon reveals two signing options:
 1. **Sign**
To sign, click the 'Sign Here' icon.
 2. **Bypass**
To bypass the optional signature field (for example: on a form that has a signature spot for a spouse to sign, but the signer is not married) click the 'Not Applicable' icon and the field will be signed as 'Bypassed by the Signer'.

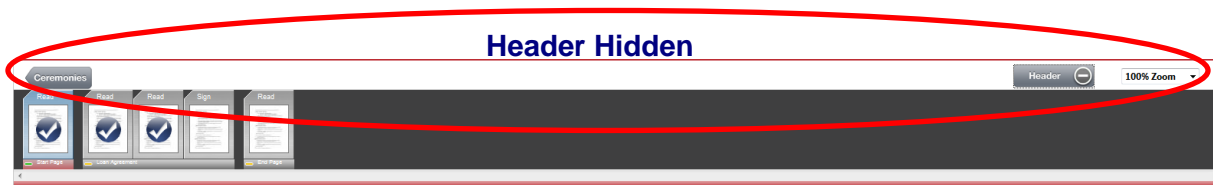
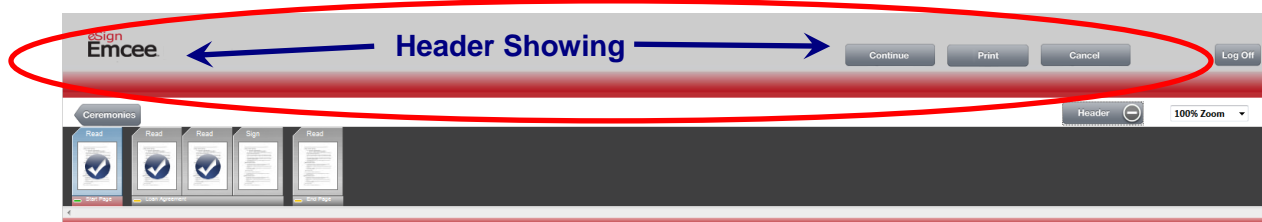


4.7.5 Document: Zoom, Show, Hide

- **Zoom Capabilities** – Click the Down Arrow to reveal zoom level options (percentages) that adjust your page view.



- **Show / Hide Header** – Click the 'Show / Hide header' tab to increase or decrease the amount of document reading space.



4.7.6 Document: Additional Signature Information

- **Required Signature Spots** – Only signature spots required to be signed by the current user will become activated for signature execution.



If all signature spots on a signature page are assigned to other users, the page will appear as a 'Read' page to the current user (Signer).

- **Signing Ceremony Rules** – Every signing ceremony is based on a template (specified by the Signing Ceremony Designer) that defines how it is to be executed.

Depending upon the signing order rules specified by the Designer, users:

- May have to read and sign documents, and pages within documents, in a strictly sequential order.
- May or may not be able to complete their signing ceremony independently of other signers.



Signing rules defined in the Template control when a user may sign a signature spot.

- **Signature Sequence on a Page** – There is no signature order within a page, when multiple signature spots appear on that page.

4.7.7 Document: Signature Completion

When all signatures on a 'Sign' page have been executed, the page will be marked as complete with a green check mark.

Green Check Mark Indicates Signature Completion

Click to Close Signing Ceremony

4.7.8 Document: Signing Ceremony Completion

When all pages in the document are completed and marked with a check mark, the signing ceremony is complete.

The 'Submit' or 'Continue' button will now be available in the upper right corner of the eSign Emcee screen. Once the Signer clicks 'Submit' or 'Continue' the signing ceremony will be closed, and no further action will be required by the Signer.



Menu Button names may vary, depending on the eSign Emcee application environment.

4.8 End Page: End of Document Train

The purpose of the 'End Page' is to provide the user with information relevant to completing the signing ceremony. This page can be read at any time during the signing ceremony.



The End Page is optional. It is defined by the signing ceremony Designer during Template creation. In some cases, an End Page may not be included in the Document Train.

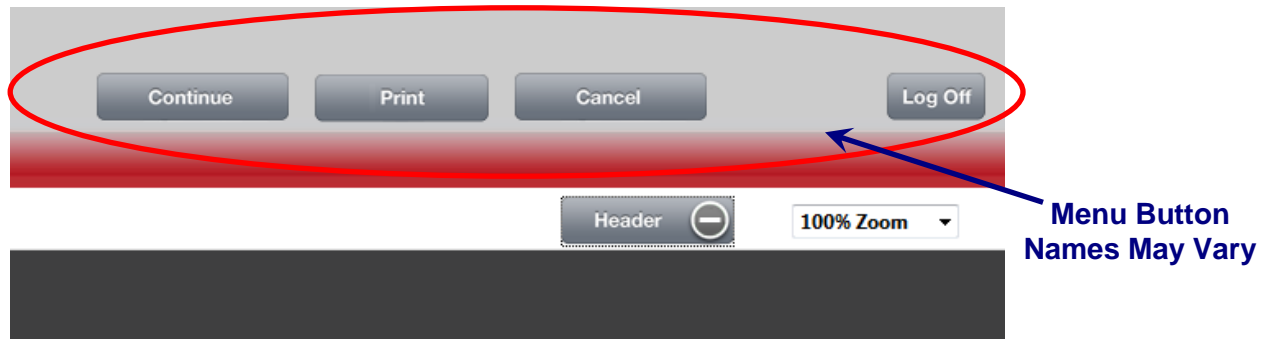
Below is an example of a typical End Page:

This is the last page in your signing ceremony.

- If you have completed reading and signing every page (so that every page has a check mark), click on the "Submit" option to submit your signing ceremony for processing.
- If you would like to continue your work later, click on the "Continue" or "Log Off" option.
- If you would like to download the entire signing ceremony to an Adobe® PDF format for printing, click on the "Print" option.
- If you would like to opt out of the signing ceremony, click on the "Cancel" option. eSign Emcee will re-sign all the signature spots with the text "Opted Out", terminate the signing ceremony, and remove this signing ceremony from your list of signing ceremonies.
- Otherwise, to continue your signing ceremony, click on a document in the train.

4.9 Signing Ceremony Menu Buttons

The menu buttons in the upper right corner of the eSign Emcee screen enable the Signer to choose from several courses of action during the signing ceremony. Please note that the menu button names in your signing ceremony may differ from those below.



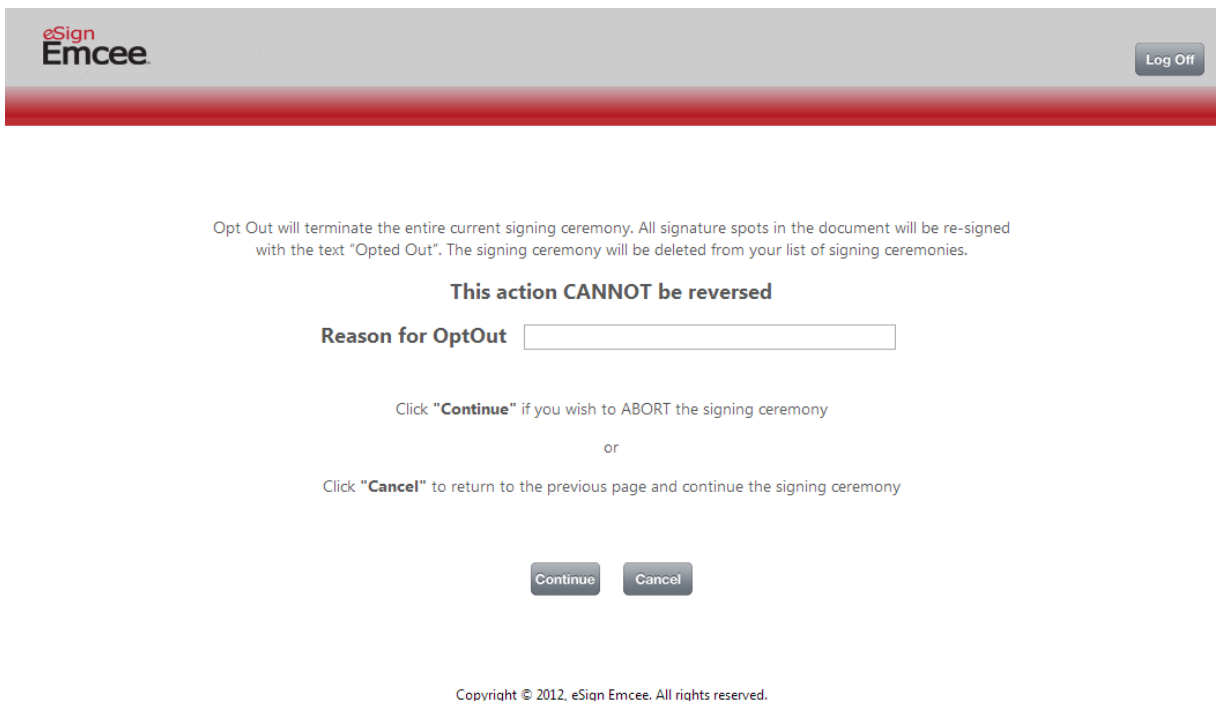
- **Continue:** Prior to completion, clicking 'Continue' will save and close the current signing ceremony as 'In Progress', and will return the Signer to the Signing Ceremonies List. To continue at a later time, the Signer will simply select that ceremony from the Signing Ceremonies List.
- **Continue / Submit:** Once the signing ceremony is completed, the 'Continue' button may become 'Submit'. If a document hand-back process has been defined, clicking either 'Continue' or 'Submit' will "hand back" the documents, close the signing ceremony, and show the status in the Signing Ceremonies List as 'Closed'. If no hand-back process has been defined, clicking 'Continue' or 'Submit' will close the signing ceremony and show the status as 'Complete'.
- **Print:** Used to download a PDF copy of the signing ceremony, to enable review or printing of the documents.
- **Cancel / Opt Out:** Used to opt out of the signing ceremony. eSign Emcee will re-sign all the signature spots with the text "Opted Out", terminate the signing ceremony, and remove the signing ceremony from your list of signing ceremonies. (See Example on Next Page)
- **Log Off:** Saves and closes the current signing ceremony as 'In Progress', and logs the Signer off the system. To continue at a later time, the Signer will have to log in again to access the Signing Ceremonies List.



The actual text (name) of each Menu Button is configurable, and can be changed by the Designer during Template creation. Therefore, the Menu Button names used in your signing ceremony may be different than those listed here.

4.9.1 EXAMPLE: Cancel / Opt Out Button

If the Signer selects the 'Cancel' or 'Opt Out' button, a page similar to the one shown below will appear. This allows the Signer to confirm the action desired after entering the reason for the ceremony cancellation.



eSign Emcee Log Off

Opt Out will terminate the entire current signing ceremony. All signature spots in the document will be re-signed with the text "Opted Out". The signing ceremony will be deleted from your list of signing ceremonies.

This action CANNOT be reversed

Reason for OptOut

Click "**Continue**" if you wish to ABORT the signing ceremony
or
Click "**Cancel**" to return to the previous page and continue the signing ceremony

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Please Note: If you select 'Continue' and 'OK', your signing ceremony will be completely deleted from the system. This action CANNOT be reversed.

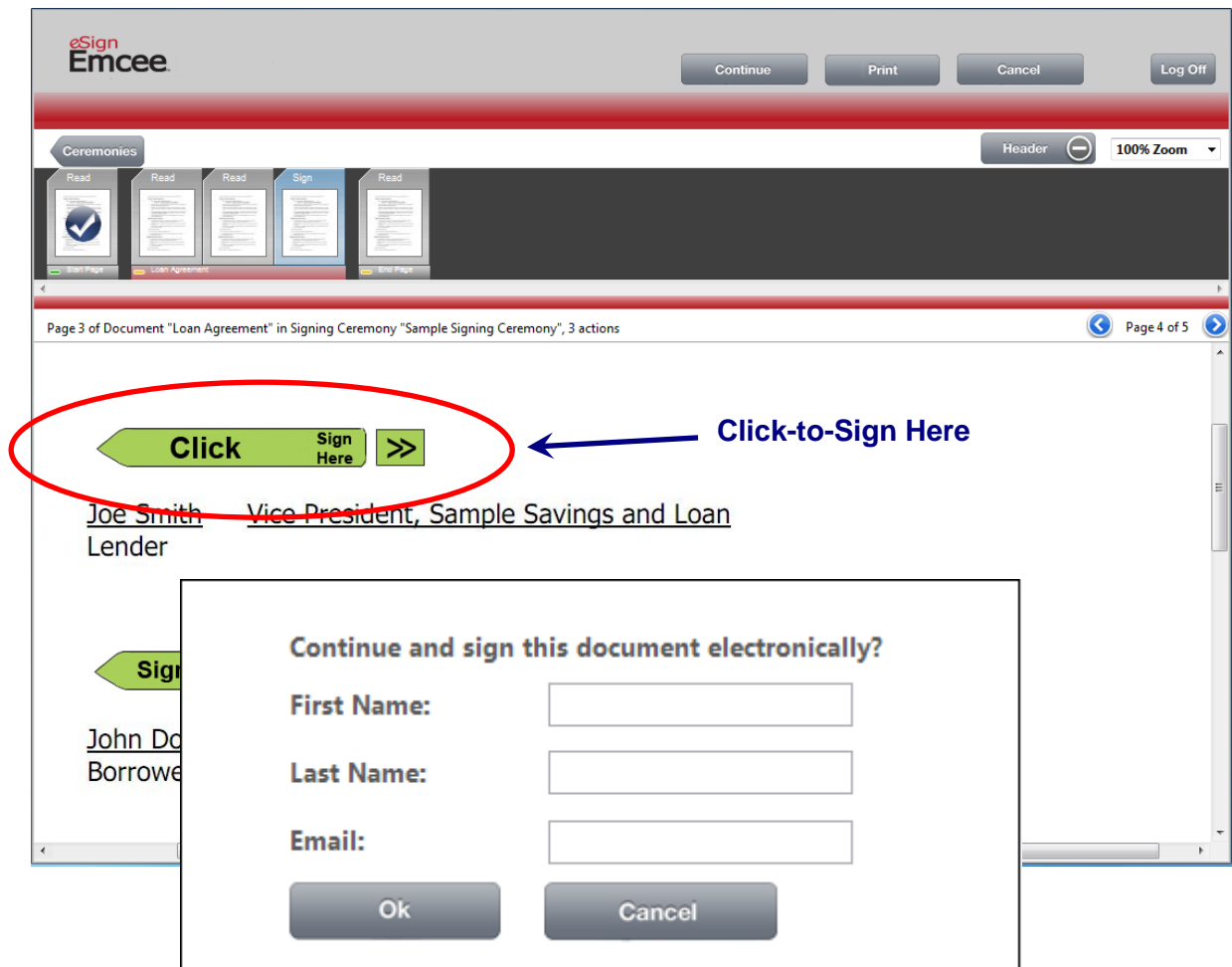
5.0 Signature Types

There are several options for electronically signing a document. The Signing Ceremony may employ any of the signature capture methods described below.

5.1 Using Click-to-Sign


To execute a browser-based **Click-to-Sign** signature, simply click on the corresponding icon or action link. A confirmation window will open with the signed in user's information. This information can be changed if the Emcee user is brokering the ceremony for a different signer. In this case the actual signer's name and email should be entered.

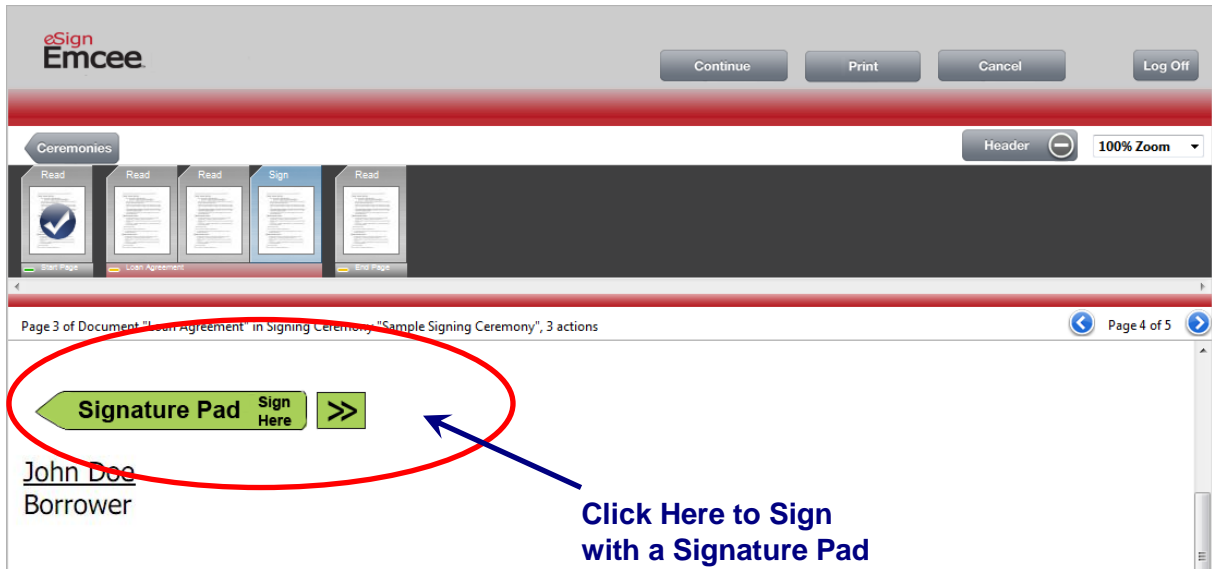
For Click-to-Sign signatures, the system will digitally sign the document using a common system certificate.



5.2 Using a Signature Pad

To sign using a **Signature Pad**¹, click on the corresponding icon or action link to activate the signature pad plug-in.

 *In Internet Explorer the first time a signature pad is utilized, eSign Emcee will install the corresponding signature pad drivers. It is important to add the eSign Emcee domain to the browser's "Trusted Sites" to ensure proper driver execution. For Chrome and Firefox browsers special software needs to be installed, refer to section 6.0 Using Signature Pads in Chrome and Firefox for more information*



A pad plug in will connect with the external signature capture device and a signature capture window will open. Signing on the device will render the signature in the capture window in real time.

In addition to the signature, the signer name and email will appear for the logged in Emcee user. This information can be changed if the Emcee user is brokering the ceremony for a different signer. In this case the actual signer's name and email should be entered.

¹ To ensure that your Signature Pad is supported by eSign Emcee, please check with your Account Manager or visit our website: www.esignemcee.com

For Internet Explorer to complete the signature, sign on the signature pad and then click the 'Done' button.


[Close](#)

I agree that by signing on this Signature Pad, I have provided my consent to conduct 'Loan' business electronically.

First Name(s): Last Name:

Email:

X _____





Unlike click-to-sign signatures that are digitally signed with a single common server certificate, signature pads are digitally signed with a certificate issued to the specific signature pad used.

For Chrome and Firefox sign your signature on the signature pad and click on Save button.



5.3 Using Mobile Devices Apple iPad, Apple iPhone, and Android Tablets

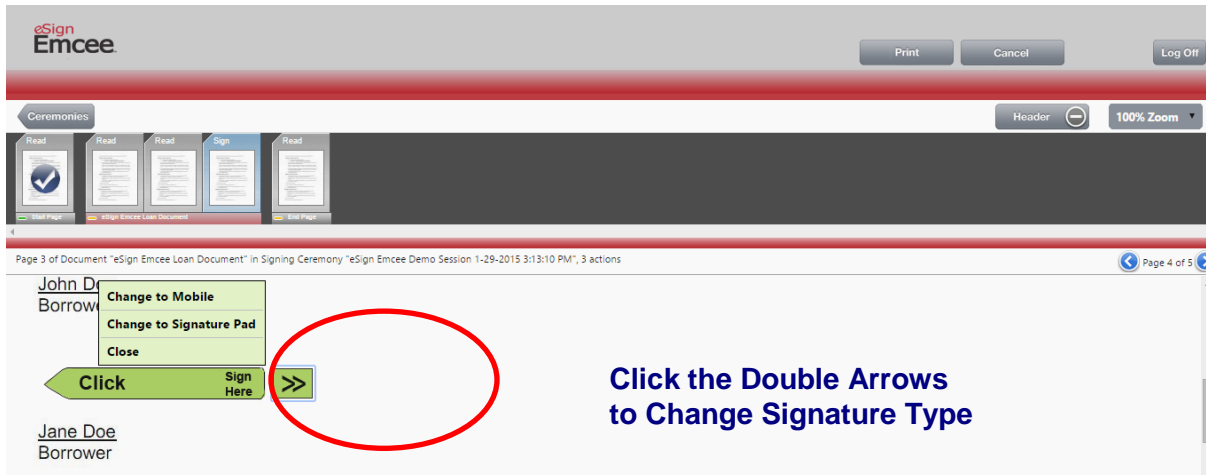
For specific information on eSign Emcee usage with the Apple iPad or iPhone or Android devices , refer to our separate [eSign Emcee User Guide Addendum – eSign Emcee iEmcee and Android User Guide.](#)

For Specific information on eSign Emcee usage with the Android tablets refer to our separate eSign Emcee Android User Guide.

5.4 Changing Signature Type

Generally, the signature capture method is pre-assigned to each Signer by the Designer during Template creation. However, eSign Emcee has a special feature that, if enabled, allows the Signer to change the signature type during the signing ceremony.

For example, a Signer can change a Mobile signature to a Signature Pad, and vice versa, by clicking the double arrow icon:



"Mobile" and "Signature Pad" signature types are interchangeable, whereas "Click-to-Sign" signature types can only be changed to either "Mobile" or "Signature Pad" but NOT the reverse.

5.5 eSign Emcee Browser Extension Installation

For signing signatures with the Internet Explorer, Chrome, and Firefox browsers, the extension installer must be installed. eSign Emcee automatically downloads the required core component for capturing signatures in Internet Explorer. However, in Chrome and Firefox, the supporting .Net library named SigUtil.dll must be installed and registered by the extension installer. To do this in Chrome and Firefox, follow these steps:

1. Download the eSign Emcee Chrome and Firefox Extension Installer (eSignEmceeBrowserExtensions1.1_Rnnnn.exe where nnnn represents the latest version number) from the <http://esignemcee.com> web site.
2. Run the installer, accept the licensing agreement, and follow the instructions on the screen.

6.0 Using Signature Pads in Internet Explorer, Chrome and Firefox

To use signature pads in various browsers, there are three types of software to install:

1. The signature pad drivers
2. The eSign Emcee browser extensions
3. Special software for each browser:

Step 1: Install the signature pad drivers as applicable.

Step 2: Install the eSign Emcee browser extension

www.esignemcee.com

- a. Make sure the Chrome and Firefox browsers are updated to the latest 32 bit versions. (Chrome has a 64 bit version but eSign Emcee signature capture components are 32 bit.)
- b. The signature capture modules require having .NET Framework 3.5 installed on client machines, without this the signature capture will fail. Before installing the Browser Extension installer make sure the client PC has .NET framework 3.5 installed.
- c. Download and run the eSign Emcee Browser Extension Installer for Google Chrome, Mozilla Firefox, and Internet Explorer located here:
<http://www.esignemcee.net/eSignEmceeBrowserExtension.html>

Step 3: Install the special software for each browser:

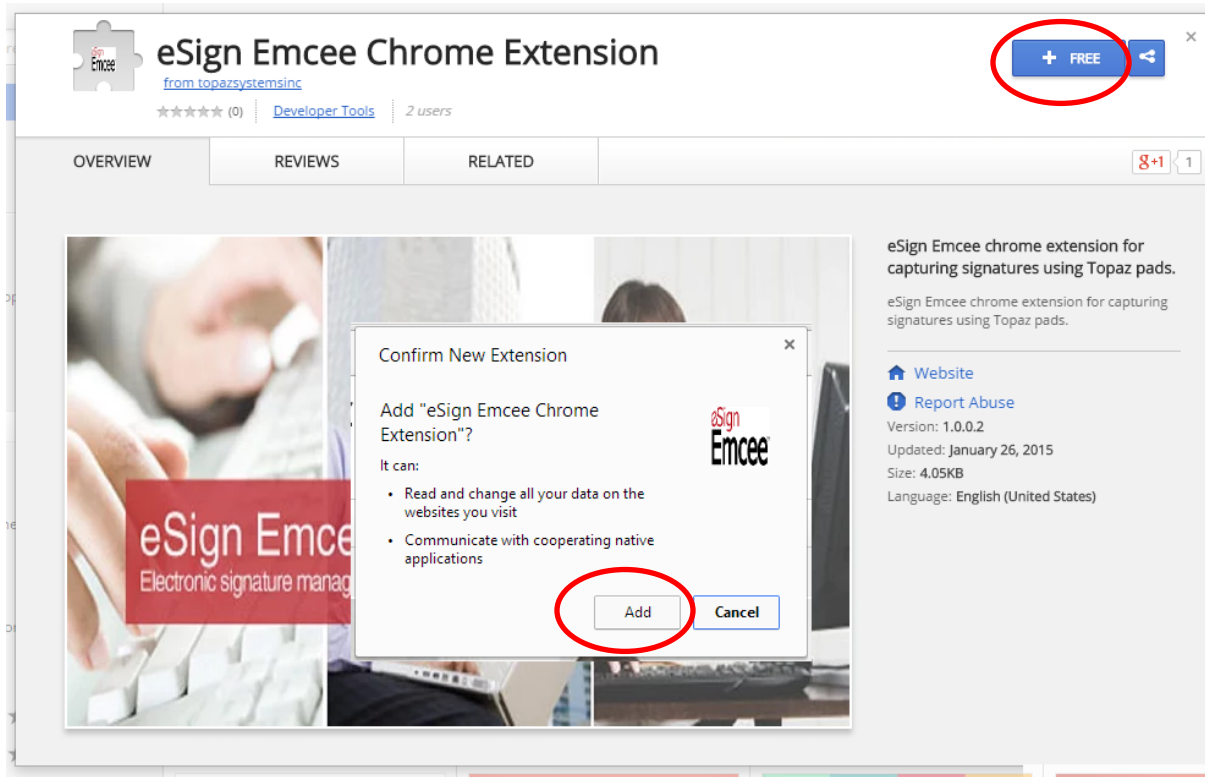
- a. For Chrome, see section 6.1
- b. For Firefox, see section 6.2
- c. For Internet Explorer, see section 6.3

6.1 eSign Emcee Chrome Extension Installation

Before installing the eSign Emcee Chrome Extension, be sure to update the Chrome browser to the latest version and close all the running instances.

The eSign Emcee application uses the Chrome extension to communicate with the eSign Emcee Signature SDK to capture signatures from a signature pad. Follow the instructions below to download and install the extension.

1. Start the Chrome Browser and navigate to the URL
<https://chrome.google.com/webstore/detail/esign-emcee-chrome-extens/dnalakpogechlgoeoeagojncdpplmld>
2. In the opened page, click on the +Free button displayed on the top right of the page.
3. Click on the Add button in the popped up confirmation dialog.



To confirm the installation of the extension navigate to `chrome://extensions/` in the browser; the extension will be listed with title eSign Emcee Chrome Extension.

6.2 eSign Emcee Firefox Add-on Installation

Before installing the eSign Firefox Add-on, be sure to update the Firefox browser to the latest version and close all the running instances. Use the Firefox Help menu to check your version, and upgrade if required. The version should be 30 or higher.

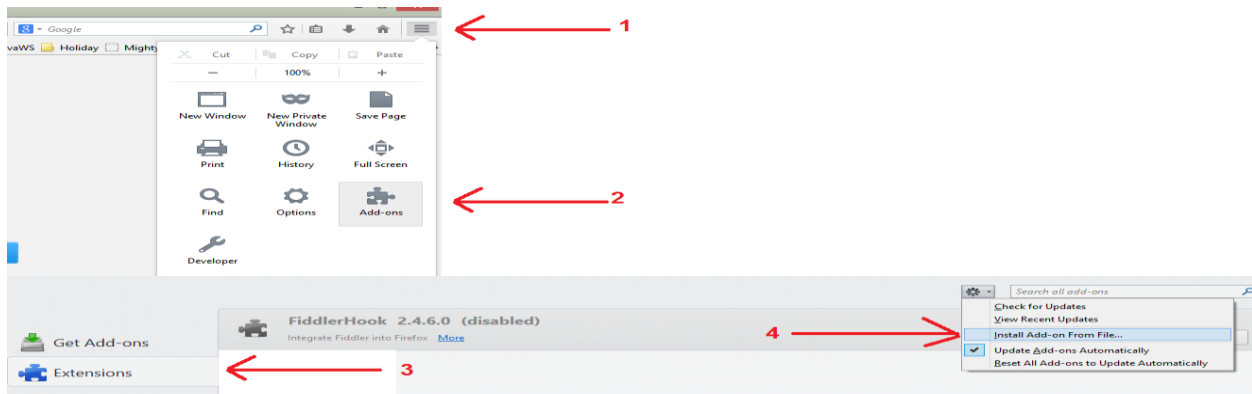
The eSign Emcee application uses the Firefox Add-on framework to communicate with the eSign Emcee Chrome and Firefox Extension for signature capture using signature pads. Follow the instructions below to install the Add-on.

Navigate to the installation folder of eSign Emcee Chrome and Firefox extension installed using instructions in section 6.1 (typically `C:\Program Files (x86)\eSign Emcee Chrome and Firefox Extension\Firefox` or `C:\Program Files\eSign Emcee Chrome and Firefox Extension\Firefox`) and make sure the file `eSignEmceeFirefoxExtension1.n.n.n.xpi` exists in the Firefox folder.

Open the Mozilla Firefox browser.

1. Select Tools
2. Select Add-ons

3. Select the Extensions tab, and if there are previous versions of the Signature Capture Extension, remove them
4. Click the Tools for all add-ons icon (the 8 spoke wheel to the left of the search box), then in the drop down menu, select Install Add-on From File...



5. Browse to the eSignEmceeFirefoxExtension1.n.n.n.xpi file and open it, then click on the Install Now button.
6. After installation, restart the Firefox browser

6.3 Special notes for Internet Explorer users

1. eSign Emcee downloads the core signature components required for signature capture in Internet Explorer browser automatically, when the signature spot is clicked for first time. Since this installation process required to copy and register some of the components, it is required to run Internet Explorer with "Run as Administrator" option. Once the components are installed the subsequent runs of Internet Explorer does not need Administrator privileges.
2. Signing pad type of signature involves cryptographic operations on client machines and these require elevated privileges. To acquire elevated privileges it is recommended to add the eSign Emcee hosted domain name to Internet Explorer trusted list using below instructions.
 - In Internet Explorer, click **Tools**, click **Internet Options**, and then click the **Security** tab.
 - In the **Select a Web content zone to specify its current security settings** box, click **Trusted Sites**, and then click **Sites**.
 - If you want to add sites that do not require an encrypted channel, click to clear the **Require server verification (https:) for all sites in this zone** check box.
 - In the **Add this Web site to the zone** box, type the URL of a site that you trust (e.g https://esignemcee.net), and then click **Add**.
 - Click **OK** two times to accept the changes and return to Internet Explorer.

7.0 Frequently Asked Questions

1. Can I use a Microsoft Word document as a template?

No. For security reasons, only a PDF document with digital signature fields can be used with eSign Emcee. Current versions of Microsoft Office support "Save As PDF" format.

2. To use Adobe PDF documents, what version of Adobe do I need?

Adobe Acrobat and/or Adobe Reader 6.0 or later; PDF Version 1.4 or later. To download Adobe Reader, go to: <http://get.adobe.com/reader/>.

3. Can I print my documents?

Printing the documents is a two-step process. Signers download a copy of their documents, and then print using Adobe Acrobat, Adobe Reader, or other PDF viewing software.

4. Do signing ceremony sessions expire?

No. All sessions remain active until they are cancelled or completed.

5. Do signing ceremony documents expire?

Some may. Ceremony documents can be configured to expire from the time of session creation. If a document does expire, all unsigned signature spots are no longer available to be signed. This status can be detected in the page train status. To remove an expired ceremony it must be manually cancelled.

6. Can a Signer opt out of a signing ceremony?

Yes. Signers may opt out of a signing ceremony by clicking the 'Cancel' or 'Opt Out' button (depending on button text set by the Designer), at which time all signature spots in the document will be re-signed with the text "Opted Out" and the signing ceremony will be deleted from your list of signing ceremonies.

7. Does eSign Emcee produce an audit trail?

Yes. eSign Emcee produces an audit trail that can be accessed through the "Verifier" module by users with assigned access rights.